

2017 CA ONLINE RENEWAL STEP-BY-STEP PROCEDURES:

Regular Online Renewal Feb. 3rd – Mar. 30th • Late Renewal Mar. 31st – April 30th • May 1st Renewal System Closed

- **Payment:** Payment for online renewal may only be made using MasterCard or Visa. The System accepts only credit/debit for Visa or MasterCard. No cash, checks or money orders are allowed. Disposable Visa or MasterCard obtained from vendors like CVS, Walmart, etc. can be used as long as it displays the Visa or MasterCard logo.
- **To Login** go to the Board's website: www.dhmfh.maryland.gov/chiropractic. Select your license type – CA and then enter your registration number "RC_ _ _" which can be found on your printed registration or on the verification link of the website. Remember to use numeric zero, "0" not the letter "O" for login. Your login ID is the last 4 digits of your social security number. Thoroughly read each section, page & complete all application fields. Complete each section/part in sequential order.
- Only credit/debit cards under the Visa or MasterCard logo are accepted for online renewals. **Remember, there is a \$200.00 late renewal fee automatically assessed by the system for registrants attempting to renew online after March 30, 2017. Late renewal starts March 31st through April 30, 2017. Effective May 1, 2017 the online renewal system automatically close.**
- **Part 1 – General application information** – Complete all applicable sections and follow all prompts exactly as directed. If you fail to complete sections or parts, the system will **NOT** let you proceed to the next page or affirm the application and pay. **Be sure to provide accurate and complete information especially the business name and its complete address, phone and fax numbers.**
- **Part 2 – Disciplinary Questions** – You must complete ALL disciplinary questions. Provide a detailed explanation for each question that you mark as "Yes." **Some explanations may require legal documentation that must be MAILED to the Board to the attention of David Ford, Senior Investigator. If you have questions regarding the disciplinary page, you may contact Mr. Ford at 410-764-3677 or at david.ford@maryland.gov.** Your registration will not be issued until such information is received and approved by the Board.
- **Part 4 – Continuing Education Requirements** – You must complete this section and verify that you have completed a total of 10 Board approved CEUs from April 1, 2015 to March 31, 2017 and that you have a valid CPR Certification. The section will prompt you to list the name(s), date(s) and number of CEUs completed: you will then be prompted to "click to add" the information. If you have questions about CEU requirements, please contact Executive Director, Laurie Sheffield-James, (410) 764-5985 or Compliance Manager, Kim Link at (410)-764-3922.
- **NOTE: CEU Audits** – All applicants renewing online must enter all courses they have attended in the field when prompted ("Click to Add"). **The system randomly selects applicants for an audit. When you log into the system, if audited, you will be notified that you are a CEU Audit. If so, you must either mail, fax or email scan proof of (1) payment of the online renewal application, (2) a copy of the continuing education course certificate of 10 Hours and (3) a copy of your valid CPR certification.** If mailing your audit packet, send directly to: MD State Board of Chiropractic Examiners, Suite 301, 4201 Patterson Ave., Baltimore, MD 21215 to the attention of Laurie Sheffield-James, Executive Director or Kimberly Link, Compliance Mgr. If faxing your audit packet, then fax to: 410-358-1879 or if you are providing a scanned pdf audit packet, then email to: dhmfh.boce@maryland.gov. Once the Board is in receipt of your Audit Packet, it's reviewed and approved; then your Registration will be printed and mailed directly to you. **Registrations cannot be printed unless/until all CEU requirements are met.**
- **Part 5 – Application Affirmation** – After all sections/parts have been fully completed and validated, the "Submit Application and Pay Fee" button will be activated. Click on this button to affirm your application and to select a credit card payment mode. Only Visa or MasterCard credit/debit cards are accepted for online renewals. At this point, you should print out a copy of your completed online renewal application and receipt for your records. Please complete the online evaluation tool for the online renewal system.
- **General questions on the CA program, Board approvals and reinstatements must be addressed to the Laurie Sheffield-James, Executive Director at laurie.sheffield-james@maryland.gov. Questions on CEUs and Tax Delinquency issues to Kim Link, Compliance Manager at (410) 764-3922 or kimberly.link@maryland.gov.**
- Remember, the Board is renewing approximately 793 registrants; accordingly, it is urged that you get your CEUs completed and renew your Registration as early as possible to avoid a lapse in practice. **Remember, once your registration expires on March 31, 2017, you may NOT practice until you have renewed your registration and it is visible on the "verification link" located on the website showing that you now have a "Registration " which expires 2019. "A chiropractic assistant shall display the registration and any current renewal registration conspicuously in the space where the registration holder is engaged in practice, including in any temporary space, or in any exhibit location..." (COMAR 10.43.07.13).**